

McCORMICK PLACE B.E.E.P. – EVENT CONTRACTORS & VENDORS



The B.E.E.P program is in full time operation at McCormick Place and Wintrust Arena. Represented labor and event contractors will enter the building through designated points. Cleared workers will then receive a one-day wristband that indicates they are part of that day's crew. This wristband must be worn on the wrist, no exceptions.



To assist in the checking in process, fully registered individuals may use their Driver's License/State ID or a McCormick Place B.E.E.P. Card at one of our designated Check-In locations.

Event Contractors or Vendor managers must ensure that their employees are registered in our Check-In System prior to entering McCormick Place campus.

GREATER THAN 2 BUSINESS DAYS ADVANCE NOTICE

1. Fill out Event Contractor / Vendor form

**EAC / Vendor Registration Form
B.E.E.P. and Health Screening**

The B.E.E.P program is in full time operation at McCormick Place and Wintrust Arena. During this period of Covid-19, the system has been adapted to provide for a health screening and access to contract tracing when necessary. The program was designed to all employees as well as for tracking history and service tracking as well.

As such, please fill out this EAC / Vendor Registration form. The information provided will be used to register you into our health screening system and may be used to issue B.E.E.P. cards if qualified to do so for screening process and building clearance.

Company Name: **ABC COMPANY** EAC (EAC) License
 Company Phone No: **555-765-1234** Registration Date
 Company E-Mail Address: **info@abc.com** Registration Date
 Employees registered on campus over the 30 days a year: **100**

First Name	MI	Last Name	Driver's License/State ID #	Event Contract / Vendor	Cell Phone No.
Jane	J	Smith	623-456-789	ABC/DEF	312-555-1234
Jillmary	J	Jones	623-567-890	ABC/DEF	312-555-4567
Carol	C	Brown	623-876-543	ABC/DEF	312-555-9876
Steve	S	Johnson	623-987-654	ABC/DEF	312-555-1098
Barbara	B	Lee	623-109-876	ABC/DEF	312-555-2109
Michael	M	Williams	623-210-987	ABC/DEF	312-555-3210
David	D	White	623-321-098	ABC/DEF	312-555-4321

2. Submit Picture



3. Card Pick-up/Distribution



4. Check-In using BEEP Card



To request DocuSign EAC Registration Packet please email eventcontractors@mccormickplace.com. Card Pick-up location will be communicated to the Event Contractor's designated contact via phone or e-mail.

LESS THAN 2 BUSINESS DAYS ADVANCE NOTICE

1. Event Contractor Manager must contact Guest Services or Shift Commander via e-mail to register unregistered employee



2. Employee is registered: Name, Driver's License/State ID & Vendor Name.



3. Check-In using Driver's License/State ID



4. BEEP Card Produced & Pick-Up at designated location



5. Next Day: Check-In using BEEP Card



McCORMICK PLACE B.E.E.P. – EVENT CONTRACTORS & VENDORS



The goal of the new B.E.E.P. program is to help identify vendors / contractors that belong on the complex. As such, vendors and contractors are required to wear a wristband. Wristband color is changed every day by McCormick Place Security. Several B.E.E.P. Terminals have been added across campus that will aid in reducing a) the vendor/contractor lines and b) time to check in.

B.E.E.P. cards may be issued for quick check in and use at parking lots (if access is granted).

B.E.E.P. Terminal Locations:

- West Building Entrance (Prairie Ave, south of Cermak.)
- S1 Entrance (25th & Martin Luther King Drive)
- Gate 22 Entrance (Moe Drive: Security Office)
- Rolling or Desktop Terminals – Added during heavy Event days
- Lakeside Garage Ramps (West & East sides Level 1)
- West – Concierge Desk next to Starbucks Level 3
- West – Gate 40 Entrance
- Wintrust Arena – North Security Entrance (21st St)

Note: Wristband Printers also added to designated Savor & Aramark Check In Terminals.

